

7501 Department of Human Resources

The Department of Human Resources (CalHR) is responsible for managing the state's personnel functions and represents the Governor as the "employer" in all matters concerning state employer-employee relations. CalHR is responsible for issues related to recruitment, selection, salaries, benefits, and position classification, as well as provides a variety of training and consultation services to state departments and local agencies. CalHR's main objectives are to:

- Manage examinations, salaries, benefits, position classification, training, and all other aspects of state employment other than those areas assigned to the State Personnel Board (SPB) under the civil service provisions of Article VII of the California Constitution.
- Represent the Governor in collective bargaining with unions representing rank and file state employees.
- Set salaries and benefits for employees excluded from collective bargaining and employees exempted from civil service.
- Serve as the sole fiduciary and administrative body for the Savings Plus Program (defined contribution program for full-time and part-time state employees).
- Provide legal representation to state agencies for appeals of disciplinary actions and labor relations matters.
- Hold ex-officio membership to the 13-member Board of Administration of the California Public Employees' Retirement System.

3-YR EXPENDITURES AND POSITIONS

		Positions			Expenditures		
		2013-14	2014-15	2015-16	2013-14*	2014-15*	2015-16*
6200	Human Resources Management	158.5	177.0	177.0	\$28,032	\$29,921	\$30,130
6205	Local Government Services	0.5	-	-	2,443	2,598	2,598
6210	Benefits Administration	64.0	60.5	62.5	20,799	25,907	26,476
6215	Benefit Payments	-	-	-	32,032	36,503	36,503
9900100	Administration	54.1	56.5	58.0	7,000	7,593	7,753
9900200	Administration - Distributed	-	-	-	-6,035	-6,568	-6,727
TOTALS, POSITIONS AND EXPENDITURES (All Programs)		277.1	294.0	297.5	\$84,271	\$95,954	\$96,733

FUNDING		2013-14*	2014-15*	2015-16*
0001	General Fund	\$7,389	\$7,780	\$8,519
0367	Indian Gaming Special Distribution Fund	-	75	75
0821	Flexelect Benefit Fund	20,193	27,597	27,731
0915	Deferred Compensation Plan Fund	10,577	14,863	14,867
0995	Reimbursements	27,944	29,292	29,991
8008	State Employees Pretax Parking Fund	1,676	1,400	1,400
8049	Vision Care Program for State Annuitants Fund	11,090	8,784	8,784
9740	Central Service Cost Recovery Fund	5,402	6,163	5,366
TOTALS, EXPENDITURES, ALL FUNDS		\$84,271	\$95,954	\$96,733

LEGAL CITATIONS AND AUTHORITY

Government Code, Title 1, Division 4, Chapters 10.3 and 10.5; Government Code, Title 1, Division 7, Chapter 17.5; Government Code, Title 2, Division 5, Parts 2, 2.5, 2.6, and 3; and California Code of Regulations, Title 2, Division 1, Chapter 3.

DETAILED BUDGET ADJUSTMENTS

	2014-15*			2015-16*		
	General Fund	Other Funds	Positions	General Fund	Other Funds	Positions
Workload Budget Adjustments						
Other Workload Budget Adjustments						
• Miscellaneous Baseline Adjustments	\$-	-\$768	-	\$662	-\$1,430	-
• Retirement Rate Adjustments	117	507	-	117	507	-
• Salary Adjustments	76	329	-	76	329	-
• Benefit Adjustments	33	140	-	39	167	-
• Pro Rata	-	-	-	-	134	-
Totals, Other Workload Budget Adjustments	\$226	\$208	-	\$894	-\$293	-

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7501 Department of Human Resources - Continued

	2014-15*			2015-16*		
	General Fund	Other Funds	Positions	General Fund	Other Funds	Positions
Totals, Workload Budget Adjustments	\$226	\$208	-	\$894	-\$293	-
Policy Adjustments						
• Long-term Delegation Compliance Monitoring	\$-	\$-	-	\$308	\$232	5.0
• Veterans Opportunity in the Workforce and the State (VOWS)	-	-	-	77	58	1.0
• Federal Affordable Care Act Mandates - Policy & Compliance	-	-	-	-	426	2.0
Totals, Policy Adjustments	\$-	\$-	-	\$385	\$716	8.0
Totals, Budget Adjustments	\$226	\$208	-	\$1,279	\$423	8.0

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7501 Department of Human Resources - Continued

Deferred Compensation Plan Fund Summary

0915 Deferred Compensation Plan Fund	PY* 2013-14	CY* 2014-15	BY* 2015-16
Beginning Balance	\$9,134,388	\$10,528,432	\$11,999,504
Revenues:			
Gain/Loss on Sale of Investments	\$1,314,272	\$1,379,986	\$1,448,985
Contributions to Fiduciary Funds	661,276	694,340	729,057
Investment Income - Surplus Money Investments	40	43	47
Miscellaneous Revenue	5,970	11,566	12,151
Total Revenues	\$1,981,558	\$2,085,935	\$2,190,240
Expenditures:			
7501 Department of Human Resources (State Operations)	\$10,579	\$14,863	\$14,867
Payments to Participants	577,018	600,000	600,000
Other Expenditures	(83)	-	-
Total Expenditures	\$587,514	\$614,863	\$614,867
Ending Fund Balance	\$10,528,432	\$11,999,504	\$13,574,877

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7501 Department of Human Resources - Continued

PROGRAM DESCRIPTIONS

6200 - HUMAN RESOURCES MANAGEMENT

The Human Resource Management Division's main objectives are to:

- Provide human resource services, including the development of policy relative to classification and compensation standards and consulting with departments and agencies on position allocation, effective personnel management practices, workforce planning, and statewide training.
- Administer the Dymally-Alatorre Bilingual Services Act, develop and administer tests, administer the on-line examination and certification system, provide statewide equal employment opportunity policy and guidance, provide medical and psychological screening services, and maintain a listing of certified administrative hearing and medical examination interpreters for use in California hearings and proceedings.
- Represent the Governor as the "employer" in contract negotiations with the state's 21 bargaining units and set pay and benefits for employees excluded from the collective bargaining process, including: supervisors, managers, executives, and confidential employees.
- Represent the Governor, state agencies, and departments in all matters pertaining to labor relations, personnel and discipline, wage and hour claims, and employment law.

6205 - LOCAL GOVERNMENT SERVICES

The Local Government Services Division provides direction and assistance to local, grant-aided agencies to ensure that their personnel programs are operated efficiently and continue to qualify for federal funds.

6210 - BENEFITS ADMINISTRATION

The Benefits Division designs, acquires, and administers a comprehensive employee benefit package designed to assist the state in attracting and retaining a qualified and diverse workforce. Benefits include health, dental, vision, employee assistance, life insurance, long-term disability insurance, and legal services. The Benefits Division also manages the master service agreement with the State Compensation Insurance Fund to provide for the state's workers' compensation program. The Savings Plus Program administers a tax-deferred savings program for all state employees to supplement retirement through various programs.

9900 - ADMINISTRATION

The Administrative Services Division provides internal support and service to the Department's line programs and SPB, including: fiscal, human resources, contract, procurement, information technology, and telecommunication services.

DETAILED EXPENDITURES BY PROGRAM

		<u>2013-14*</u>	<u>2014-15*</u>	<u>2015-16*</u>
	PROGRAM REQUIREMENTS			
6200	HUMAN RESOURCES MANAGEMENT			
	State Operations:			
0001	General Fund	\$7,388	\$7,692	\$8,431
0367	Indian Gaming Special Distribution Fund	-	75	75
0995	Reimbursements	15,242	15,991	16,258
9740	Central Service Cost Recovery Fund	<u>5,402</u>	<u>6,163</u>	<u>5,366</u>
	Totals, State Operations	\$28,032	\$29,921	\$30,130
	PROGRAM REQUIREMENTS			
6205	LOCAL GOVERNMENT SERVICES			
	State Operations:			
0001	General Fund	\$-1	\$-	\$-
0995	Reimbursements	<u>2,444</u>	<u>2,598</u>	<u>2,598</u>
	Totals, State Operations	\$2,443	\$2,598	\$2,598
	PROGRAM REQUIREMENTS			
6210	BENEFITS ADMINISTRATION			
	State Operations:			
0001	General Fund	\$1	\$87	\$87

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		2013-14*	2014-15*	2015-16*
0821	Flexelect Benefit Fund	927	1,278	1,412
0915	Deferred Compensation Plan Fund	10,577	14,863	14,867
0995	Reimbursements	9,294	9,679	10,110
	Totals, State Operations	\$20,799	\$25,907	\$26,476
	PROGRAM REQUIREMENTS			
6215	BENEFIT PAYMENTS			
	Unclassified:			
0821	Flexelect Benefit Fund	\$19,266	\$26,319	\$26,319
8008	State Employees Pretax Parking Fund	1,676	1,400	1,400
8049	Vision Care Program for State Annuitants Fund	11,090	8,784	8,784
	Totals, Unclassified	\$32,032	\$36,503	\$36,503
	PROGRAM REQUIREMENTS			
9900	ADMINISTRATION - TOTAL			
	State Operations:			
0001	General Fund	\$1	\$1	\$1
0995	Reimbursements	964	1,024	1,025
	Totals, State Operations	\$965	\$1,025	\$1,026
	SUBPROGRAM REQUIREMENTS			
9900100	Administration			
	State Operations:			
0001	General Fund	\$6,036	\$6,569	\$6,728
0995	Reimbursements	964	1,024	1,025
	Totals, State Operations	\$7,000	\$7,593	\$7,753
	SUBPROGRAM REQUIREMENTS			
9900200	Administration - Distributed			
	State Operations:			
0001	General Fund	\$-6,035	\$-6,568	\$-6,727
	Totals, State Operations	\$-6,035	\$-6,568	\$-6,727
	TOTALS, EXPENDITURES			
	State Operations	52,239	59,451	60,230
	Unclassified	32,032	36,503	36,503
	Totals, Expenditures	\$84,271	\$95,954	\$96,733

EXPENDITURES BY CATEGORY

	1 State Operations			Expenditures		
	Positions	Positions	Positions	Expenditures	Expenditures	Expenditures
	2013-14	2014-15	2015-16	2013-14*	2014-15*	2015-16*
PERSONAL SERVICES						
Authorized Positions (Equals Sch. 7A)	277.1	294.0	289.5	\$19,938	\$21,501	\$21,302
Total Adjustments	-	-	8.0	-21	243	1,122
Net Totals, Salaries and Wages	277.1	294.0	297.5	\$19,917	\$21,744	\$22,424
Staff Benefits	-	-	-	9,088	10,036	9,950
Totals, Personal Services	277.1	294.0	297.5	\$29,005	\$31,780	\$32,374
OPERATING EXPENSES AND EQUIPMENT				\$23,005	\$27,437	\$27,622
SPECIAL ITEMS OF EXPENSES				229	234	234
TOTALS, POSITIONS AND EXPENDITURES, ALL FUNDS				\$52,239	\$59,451	\$60,230
(State Operations)						

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7501 Department of Human Resources - Continued

4 Unclassified

	Expenditures		
	2013-14*	2014-15*	2015-16*
Other Special Items of Expense	\$32,032	\$36,503	\$36,503
TOTALS, EXPENDITURES, ALL FUNDS (Unclassified)	\$32,032	\$36,503	\$36,503

DETAIL OF APPROPRIATIONS AND ADJUSTMENTS

1 STATE OPERATIONS	2013-14*†	2014-15*	2015-16*
0001 General Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$36,835	\$7,554	\$8,519
7A Current Service Level Adjustment	-1	-	-
CS 3.60 pension contribution adjustment	-	117	-
Past Year CSL Adjustment	-27,944	-	-
allocation for employee compensation - salary adjustments	-	76	-
allocation for staff benefits	-	33	-
001 Budget Act appropriation	-27,594	-	-
Past Year CSL Adjustment	27,175	-	-
001 Budget Act appropriation	-1,387	-	-
Past Year CSL Adjustment	768	-	-
Totals Available	\$7,852	\$7,780	\$8,519
Unexpended balance, estimated savings	-1,082	-	-
Balance available in subsequent years	619	-	-
TOTALS, EXPENDITURES	\$7,389	\$7,780	\$8,519
0367 Indian Gaming Special Distribution Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$100	\$75	\$75
Totals Available	\$100	\$75	\$75
Unexpended balance, estimated savings	-100	-	-
TOTALS, EXPENDITURES	\$-	\$75	\$75
0821 Flexelect Benefit Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$1,307	\$1,265	\$1,412
CS 3.60 pension contribution adjustment	-	7	-
allocation for employee compensation - salary adjustments	-	4	-
allocation for staff benefits	-	2	-
Totals Available	\$1,307	\$1,278	\$1,412
Unexpended balance, estimated savings	-380	-	-
TOTALS, EXPENDITURES	\$927	\$1,278	\$1,412
0915 Deferred Compensation Plan Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$14,729	\$14,732	\$14,867
CS 3.60 pension contribution adjustment	-	67	-
allocation for employee compensation - salary adjustments	-	44	-
allocation for staff benefits	-	20	-
Totals Available	\$14,729	\$14,863	\$14,867
Unexpended balance, estimated savings	-4,152	-	-
TOTALS, EXPENDITURES	\$10,577	\$14,863	\$14,867

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7501 Department of Human Resources - Continued

1 STATE OPERATIONS	2013-14*†	2014-15*	2015-16*
0995 Reimbursements			
APPROPRIATIONS			
Reimbursements	\$27,944	\$29,292	\$29,991
TOTALS, EXPENDITURES	\$27,944	\$29,292	\$29,991
9740 Central Service Cost Recovery Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$5,430	\$5,970	\$5,366
CS 3.60 pension contribution adjustment	-	100	-
allocation for employee compensation - salary adjustments	-	65	-
allocation for staff benefits	-	28	-
Totals Available	\$5,430	\$6,163	\$5,366
Unexpended balance, estimated savings	-28	-	-
TOTALS, EXPENDITURES	\$5,402	\$6,163	\$5,366
Total Expenditures, All Funds, (State Operations)	\$52,239	\$59,451	\$60,230
4 UNCLASSIFIED			
0821 Flexelect Benefit Fund			
APPROPRIATIONS			
Government Code Section 1156 (claims paid)	\$19,266	\$26,319	\$26,319
TOTALS, EXPENDITURES	\$19,266	\$26,319	\$26,319
8008 State Employees Pretax Parking Fund			
APPROPRIATIONS			
Government Code Section 1156.1	\$1,676	\$1,400	\$1,400
TOTALS, EXPENDITURES	\$1,676	\$1,400	\$1,400
8049 Vision Care Program for State Annuitants Fund			
APPROPRIATIONS			
Government Code Section 22959.6	\$11,090	\$8,784	\$8,784
TOTALS, EXPENDITURES	\$11,090	\$8,784	\$8,784
Total Expenditures, All Funds, (Unclassified)	\$32,032	\$36,503	\$36,503
TOTALS, EXPENDITURES, ALL FUNDS (State Operations and Unclassified)	\$84,271	\$95,954	\$96,733

FUND CONDITION STATEMENTS

	2013-14*	2014-15*	2015-16*
0821 Flexelect Benefit Fund ^N			
BEGINNING BALANCE	\$9,313	\$9,302	\$3,395
Prior Year Adjustments	1,643	-	-
Adjusted Beginning Balance	\$10,956	\$9,302	\$3,395
REVENUES, TRANSFERS, AND OTHER ADJUSTMENTS			
Revenues:			
4129000 Other Fees and Licenses	507	593	694
4163000 Investment Income - Surplus Money Investments	27	28	29
4170900 Contributions to Fiduciary Funds	17,984	21,042	24,618
4171400 Escheat - Unclaimed Checks, Warrants, Bonds, and Coupons	27	28	29
Total Revenues, Transfers, and Other Adjustments	\$18,545	\$21,691	\$25,370
Total Resources	\$29,501	\$30,993	\$28,765
EXPENDITURE AND EXPENDITURE ADJUSTMENTS			
Expenditures:			
0840 State Controller (State Operations)	2	-	-

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7501 Department of Human Resources - Continued

	2013-14*	2014-15*	2015-16*
7501 Department of Human Resources (State Operations)	925	1,278	1,412
7501 Department of Human Resources (Unclassified)	19,266	26,319	26,319
8880 Financial Information System for California (State Operations)	6	1	2
Total Expenditures and Expenditure Adjustments	<u>\$20,199</u>	<u>\$27,598</u>	<u>\$27,733</u>
FUND BALANCE	\$9,302	\$3,395	\$1,032
Reserve for economic uncertainties	9,302	3,395	1,032
8049 Vision Care Program for State Annuitants Fund ^N			
BEGINNING BALANCE	\$1,003	\$352	\$2,601
Prior Year Adjustments	<u>-25</u>	<u>-</u>	<u>-</u>
Adjusted Beginning Balance	\$978	\$352	\$2,601
REVENUES, TRANSFERS, AND OTHER ADJUSTMENTS			
Revenues:			
4129000 Other Fees and Licenses	427	494	518
4163000 Investment Income - Surplus Money Investments	3	3	3
4170900 Contributions to Fiduciary Funds	<u>10,034</u>	<u>10,536</u>	<u>11,062</u>
Total Revenues, Transfers, and Other Adjustments	<u>\$10,464</u>	<u>\$11,033</u>	<u>\$11,583</u>
Total Resources	\$11,442	\$11,385	\$14,184
EXPENDITURE AND EXPENDITURE ADJUSTMENTS			
Expenditures:			
7501 Department of Human Resources (Unclassified)	<u>11,090</u>	<u>8,784</u>	<u>8,784</u>
Total Expenditures and Expenditure Adjustments	<u>\$11,090</u>	<u>\$8,784</u>	<u>\$8,784</u>
FUND BALANCE	\$352	\$2,601	\$5,400
Reserve for economic uncertainties	352	2,601	5,400

CHANGES IN AUTHORIZED POSITIONS

	Positions			Expenditures		
	2013-14	2014-15	2015-16	2013-14*	2014-15*	2015-16*
Totals, Authorized Positions	277.1	294.0	289.5	\$19,938	\$21,501	\$21,302
Salary and Other Adjustments	-	-	-	-21	243	557
Proposed New Positions						
Federal Affordable Care Act Mandates - Policy & Compliance						
Pers Program Analyst	-	-	1.0	-	-	60
Staff Pers Program Analyst	-	-	1.0	-	-	69
Long-term Delegation Compliance Monitoring						
Pers Program Mgr I	-	-	1.0	-	-	85
Staff Pers Program Analyst	-	-	4.0	-	-	279
Veterans Opportunity in the Workforce and the State (VOWS)						
Staff Programmer Analyst (Spec) (Limited Term 06-30-2017)	-	-	1.0	-	-	72
TOTALS, PROPOSED NEW POSTIONS	<u>-</u>	<u>-</u>	<u>8.0</u>	<u>\$-</u>	<u>\$-</u>	<u>\$565</u>
Totals, Adjustments	<u>-</u>	<u>-</u>	<u>8.0</u>	<u>\$-21</u>	<u>\$243</u>	<u>\$1,122</u>
TOTALS, SALARIES AND WAGES	<u>277.1</u>	<u>294.0</u>	<u>297.5</u>	<u>\$19,917</u>	<u>\$21,744</u>	<u>\$22,424</u>

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